**CURRICULUM VITAE AMAD **

**Email:** [**amad.383002@2freemail.com**](mailto:amad.383002@2freemail.com)

**POST APPLIED FOR TYPIST/DOCUMEN CONTROLLER**

**CAREER OBJECTIVE:**

**SPECIAL SKILLS:**   
 • Proven ability to type 50 WPM.  
 • Demonstrated ability to handle high typing volume.  
 • Excellent telephone conduct  
 • Outstanding interpersonal and organizational skills.  
 • Exceptional written and verbal communication skills.  
 • Able to proofread effectively   
 • highly skilled in high volume typing and proof-reading technique.

* Print all document when require.
* Answering the call and operat the telephone.

**TYPING SKILLS**

* DHA (Medical typing.
* OHC typing
* Eid typing.
* Gdrfa typing (online)
* Labour and tasheel typing.
* Insurance typing.
* Evision typing for all kind of visa.
* Data entry to system etc......

**WORK EXPERIANCE:**

* 5 years experience in Alsayad Documents clearing in Dubai.
* 1 year experience in VFS Tasheel in Wafi mall in dubai.
* Currently working in Daman businessmen services.

**Data Entry Operator:**

* Operated data entry equipment to enter verify data.
* Keep quality , speed and equrateness at acceptable standard ect•••••

**DOCUMENTS CONTROLLER.**

Keep all original documents in file and keep the all company records

Prepare all the documents when necessery for company porposes.

**PERSONAL DETAILS:**

Date of Birth: 20 Aug 1993

Place of Birth: Kohat, Pak

Visa status: Employment (Transferable)

**Language Known.**

English, Urdu, Hindi, Arabic.